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**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**HIGHLAND CENTRAL SCHOOL DISTRICT**

**AND**

**HIGHLAND ESSENTIAL PERSONNEL  
ASSOCIATION**

**July 1, 2003 to June 30, 2007**

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HIGHLAND CENTRAL SCHOOL DISTRICT

CONTRACTUAL AGREEMENT

ARTICLE I

AGREEMENT TERMS

- 1.0 This Agreement shall be in effect from July 1, 2003 to June 30, 2007.
- 1.1 IT IS AGREED BY AND BETWEEN THE BOARD AND THE ASSOCIATION THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.
- 1.2 If any provision of this Collective Bargaining Agreement or any application of this Collective Bargaining Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be binding on either the Board or the Association. All other provisions or applications will however continue in full force or effect.
- 1.3 This Collective Bargaining Agreement is the document outlining salaries, wages, hours and other terms and conditions of employment agreed to by the District and the Association.

ARTICLE II

RECOGNITION

- 1.0 The Highland Central School District, hereinafter referred to as the DISTRICT, recognizes the Highland Essential Labor Personnel Association, hereinafter referred to as the ASSOCIATION, as the exclusive bargaining agent for all ten (10) and twelve (12) month school program secretary, payroll supervisor, clerk, account clerk, account clerk typist, senior typist, payroll supervisor, computer technicians, LPN Aide, custodian, maintenance personnel, cafeteria personnel, bus drivers, bus mechanics, teacher aides, teacher

assistants and playground/cafeteria aides, school monitors.

- 2.0 The following personnel are not included in the negotiating unit: confidential personnel designated as Secretary to the Superintendent of Schools, Senior Typist to the Director of Instructional Services, District Treasurer/Office Manager, Athletic Director and any other position declared confidential by PERB during the term of this Agreement.

### ARTICLE III      ASSOCIATION RIGHTS

#### 1.1      MEETINGS

The Association is authorized to conduct meetings on District property. The Association must receive authorization for building utilization from the appropriate building administrator. Association business will be conducted outside the workday.

#### 1.2      NOTICES

- 1.2.1 The District will provide bulletin boards for the purpose of the posting of Association notices and vacancies that may exist within the District. Such boards will be placed in each building where Association members are employed.

- 1.2.2 The Association shall have the right to use District copying equipment for the production of materials to be distributed to members of the bargaining unit. Such equipment utilization shall be at a time that does not interrupt the normal utilization of such equipment for District purposes. The cost of materials used will be borne by the Association. The Association shall purchase production materials prior to the use of those materials for Association business.

#### 1.3      BOARD PROCEEDINGS

- 1.3.1 The District will provide the Association with an agenda for each official Board meeting as soon as it is available.

- 1.3.2 The District will provide the Association with a copy of the official minutes of each Board meeting upon availability for distribution.

1.4 DUES DEDUCTION/AGENCY FEE

- 1.4.1 The Association shall notify the District of its dues on or before September 15 of each year. The District shall deduct such dues from the paycheck of employees, as said employees individually voluntarily authorize such deduction. The District shall forward such amount bi-weekly to the Association Treasurer.
- 1.4.2 The Association will certify to the District, in writing, the current rate of membership dues of the Association. The Association will give the District thirty (30) days written notice prior to the effective date of any change.
- 1.4.3 Dues Deductions will be made in twenty (20) equal installments during the school year. The District will not be required to honor, for any month's deduction, any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
- 1.4.4 The District will provide the Association with a list of those employees who have voluntarily authorized the District to deduct dues no later than September 30<sup>th</sup> of each year.
- 1.4.5 Any employee desiring to have the District discontinue deductions he/she had previously authorized must notify the District and the Association in writing by September 15th of the school year's dues.
- 1.4.6 The District agrees that it will not accord dues deductions or similar check-off rights to any other organization until or unless such organization has been duly recognized or certified according to law.

1.5

CONVENTION ATTENDANCE

- 1.5.1 Attendance of official Association delegates of the New York State United Teachers and its affiliates will be allowed time off, with pay, not to exceed a District total of four (4) days per year. The total shall in no event exceed four (4) days per year.
- 1.5.2 The Association President or designee will have the right to be released from his/her work for up to 8 work days each year, with pay, to conduct Association business and/or attend annual AFT and NYSUT functions. Application for such use shall be made to the Superintendent of Schools. Upon approval by the Superintendent, the representative shall notify the appropriate site supervisor.
- 1.5.3 The official delegate(s) to the New York State Employees Retirement System Annual Conference will be allowed to attend with no loss of time or pay. Attendance shall be limited to two (2) delegates.

1.6

MEETING ATTENDANCE

- 1.6.1 Night personnel shall be excused from duties for a period of time not to exceed two (2) hours in duration for special and regular Association meetings. Such meetings shall not exceed four (4) during the period July 1st through June 30th of each school year.

ARTICLE IV

EMPLOYEE WORKING CONDITIONS

1.0

SAFETY PRACTICES

- 1.1 The parties recognize the necessity of following good safety practices in all job classifications. The District will provide adequate equipment and maintain both equipment and working conditions in a safe manner. It shall be the duty of each employee to report, in writing, to his/her immediate supervisor any condition which is felt to be unsafe.



1.2 All employees shall have safe and healthful conditions after which to carry out their duties.

2.1 Employees will immediately report all cases of accident, assault, injury, loss of property, or illness suffered by them in connection with their employment to their immediate supervisor. This report will then be forwarded to the Superintendent of Schools or his designated representative.

3.1 If in the course of the performance of his/her assigned duties an employee is assaulted or injured the school attorney upon request shall be made available to advise said employee of his/her rights.

3.1.1 Workers' Compensation Insurance

The District will provide Workers' Compensation Insurance for all school personnel. Any employee injured in the course of his/her employment for the district must file an accident report with the District within twenty-four (24) hours of the accident.

Time lost as a result of an employees' injury incurred in the course of his/her employment for the District will be charged to the employee's sick leave accumulation. When the District is reimbursed by the Workers' Compensation carrier for remunerating an employee under the sick leave policy of the district, the employee will receive credit for loss of sick leave equal to the Workers' Compensation rate of reimbursement to the district.

ARTICLE V      EMPLOYEE PERSONNEL FILE

1.0      PERSONNEL FILE

1.1 There shall be one official Employee Personnel File which shall be maintained in the central office. Employees shall have the right, upon request, to review the contents of their file, excluding confidential references pertaining to hiring or promotion.

Classified information, such as letters of reference and pre-employment rating forms, etc., will be removed from the folder by the Superintendent of Schools before the inspection.

The employee shall be entitled to have an Association representative in attendance during such review.

- 1.2 Employee files shall contain routine financial information and factual matters which relate to the job performance of the employee.
- 1.3 No material, other than confidential information pertaining to promotion, shall be filed unless the employee has had the opportunity to examine the material.
- 1.4 To show that the employee has examined the material he/she shall be required to affix his signature and date on the actual document to be filed with the understanding that such signature merely signifies that he/she has examined the materials. Such signature does not necessarily indicate agreement with its contents.
- 1.5 The employee shall have the right to reply in writing to any material placed in the personnel file. This reply shall be attached to the material and filed in the official District personnel file. Failure to reply shall not be interpreted as a waiver of a defense in any case, however, the employee shall ordinarily be expected to reply in ten (10) days of placement of any unusual material in a file.
- 1.6 Any material which is proven to be inaccurate, not based on facts, or unjust, shall be removed from the employee personnel file.
- 1.7 All requests shall be written and submitted to the Superintendent of Schools.
- 1.8 Requests for review will normally be honored within two working days, providing that no more than five such requests are received at any one time.

1.9 The folder will be reviewed at the convenience of the Superintendent of Schools, in the Superintendent's office.

1.10 A note, indicating a review was made, will be signed and dated by the employee at the time of the inspection and placed in said file.

ARTICLE VI DUTY HOURS AND SPECIFICS

1.0 OFFICE PERSONNEL

1.1 Duty Hours (12 month)

The work week for clerical staff shall be thirty-seven and one-half (37 1/2) hours, exclusive of one-half (1/2) hour daily lunch break.

1.2 Duty Hours (10 month)

Clerk typist shall work seven and one-half (7 1/2) hours per day on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.

2.0 ATTENDANCE/LIBRARY CLERKS, CLASSROOM AIDES, TEACHING ASSISTANTS (10 month)

2.1 Duty Hours (10 month)

Each employee will work seven (7) hours per day on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.

2.2 Teaching Assistants may be scheduled by the Building Principal to attend up to two faculty, grade level, department, or instructional meetings a month not to exceed one hour from the end of the work day. All meetings may be extended by a majority vote of those present. Attendance at such meetings will be without additional pay.

3.0 CAFETERIA PERSONNEL (10 month)

3.1 Each employee will work six (6) hours per day, on school days, as scheduled, exclusive of one-half (1/2) hour daily lunch break.

4.0            TRANSPORTATION PERSONNEL

4.1            Duty Hours

4.1.1        Garage Personnel (12 month)

The work week for garage personnel shall be thirty-seven and one-half (37 1/2) hours exclusive of one-half (1/2) hour daily lunch break.

4.1.2        Bus Drivers

Each employee will work four (4) hours per day, on school days, as scheduled.

4.1.1.1 Each driver will clock-in and do a pre-check of their assigned bus fifteen (15) minutes prior to the scheduled start of the a.m. run. Effective July 1, 2004, each driver will clock-in and do a pre-check of their assigned bus ten (10) minutes prior to the scheduled start of the p.m. run.

4.1.1.2 Each driver will clock out at the conclusion of responsibility for each daily run.

5.0            CUSTODIAL PERSONNEL (12 month)

5.1            The work week for custodial personnel shall be thirty-seven and one-half (37 1/2) hours, exclusive of one-half (1/2) hour daily lunch break.

5.2            Custodial staff hired after November 1, 1999 may be assigned to work on Saturday as a part of their regular work schedule without payment of overtime. Work schedules or holiday schedules will be adjusted to provide employees with the entitled number of holidays. Custodial staff hired before November 1, 1999 may volunteer for the Saturday schedule.

5.3            The District will notify employees at least one week prior to any change in her/his regular shift, absent of extenuating circumstances. Employees who are assigned a work week which includes Saturday will be expected to have flexible work shifts on Saturdays which may be arranged around activities.

All work schedule changes will be approved by the immediate supervisor.

6.0        School Monitor (10 month)

6.1        Each employee will work six (6) hours per day on school days, as scheduled, exclusive of a thirty (30) minute daily lunch break.

7.0        CUSTODIAL WORKER/BUS DRIVER (12 month)

7.1        The work week for Custodial Worker/Bus Driver personnel shall be thirty-seven and one-half (37 1/2) hours, exclusive of one-half (1/2) hour daily lunch break.

8.0        WORK YEAR - 10 MONTH EMPLOYEES

8.1        The work year for ten (10) month employees shall not exceed 182 work days, and shall fall within that period of time when school is in session.

8.1.1     In the event an employee is required to work in excess of the above work year days, he/she will be compensated at their regular hourly rate.

9.0        DUTIES AND RESPONSIBILITY

9.1        All Bus Drivers wishing to receive additional school trips (excluding the mid-day runs, BOCES runs, and the main bus runs that pick up and drop off students for a.m. and p.m. runs for the elementary, middle, and high school) shall sign an availability roster. These runs shall be assigned by seniority on a rotating seniority list. Drivers refusing an extra assignment shall be placed at the bottom of the rotating list for future assignment. A roster of drivers who choose to sign up for extra trips shall be posted on the bulletin board in the bus garage.

9.2        The summer runs shall be assigned by seniority. These runs shall not rotate. The assigned driver shall be the driver for the duration of that summer. If an assigned driver is not available for such run, a driver shall be assigned by seniority only. BOCES runs that occur during the summer will not be awarded by seniority.

10.0            UNIFORM ALLOWANCE

10.1            The District shall contribute \$150 per employee for a uniform allowance each year for the Cafeteria Staff and Monitor. Present practice shall continue for remaining employees. It is understood that uniforms shall be used exclusively for job related activities. Effective July 1, 2004, the District shall also pay up to \$75.00 per year for full-time cafeteria staff to purchase work shoes.

10.1.1        Normally employees in Grades 1, 2, & 3 shall receive payment of the above sum on or before September 30th of each year, but in no event later than October 30th. The payment date shall be established on or before August 30th.

10.1.2        Employees hired after January 1st of any school year who are eligible to receive a uniform allowance, shall receive a sum of \$70 for the remainder of that school year.

10.1.3        The District shall supply three (3) aprons per week to each cafeteria staff employee.

10.2            The District shall supply jackets for regular Bus Drivers.

10.3            The District shall make available to mechanics and groundsmen the following rain apparel to carry out job responsibilities during inclement weather: rain pants, rain jackets and rain boots.

10.4            The District shall make available to custodial personnel the following protective apparel to carry out specific custodial job responsibilities: boots, gloves, and safety goggles, as needed.

11.0            SNOW CLOSING/EMERGENCY SCHOOL CLOSING

11.1            Twelve month employees are expected to be on duty on emergency school closing days and snow days, unless directed otherwise by the Superintendent of Schools.

- 11.2 On those occasions when school is closed during the work day for reason of inclement weather, the following procedure shall apply: Clerical staff shall be dismissed no later than one (1) hour following teacher dismissal. Bus Drivers shall be dismissed immediately upon completion of their runs. Cafeteria staff shall be dismissed upon the securing of the kitchen area. The custodial staff shall be dismissed upon completion of the normal responsibilities related to the respective day and night shift. Every effort shall be made to instruct the night shift personnel to report for work before their regular starting time to enable completion of all normal responsibilities related to their full work day.

12.0 RECORD-KEEPING OF TIME WORKED - ALL UNIT MEMBERS

- 12.1 Effective July 1, 2003, the District will have the right to require employees to record their arrival and departure time by using time clocks or a similar device.

ARTICLE VII REGULAR SALARIES

1.0 SALARY SCHEDULES

- 1.1 Salaries shall be paid in each year of this Agreement in accordance with the Salary Schedules attached in the following manner:

- 1.1.1 Grade 1 - Food Service Worker (10 month)
- 1.1.2 Grade 2 - Cook (10 month)
- 1.1.3 Grade 3 - Cafeteria/Playground Aides, Bus Monitors, Bus Aides, Courier and Lavatory/Corridor Monitor (10 month)
- 1.1.4 Grade 6A - Clerk/Typist (12 month)
- 1.1.5 Grade 6B - Clerk/Typist (10 month)
- 1.1.5.1 Grade 6C - Payroll Supervisor, Program Secretary, Computer Technician (12 month)

- 1.1.6 Grade 7 - Library/Attendance Clerk and Classroom Aide (10 month)
  - 1.1.7 Grade 7A - Teaching Assistant (10 month)
  - 1.1.8 Grade 7B - LPN Aide (10 month)
  - 1.1.9 Grade 8A - Custodial Worker (12 month)
  - 1.1.10 Grade 8C - Custodian, Custodian Driver, and Groundskeeper (12 month)
  - 1.1.11 Grade 10 - Bus Driver (10 month)
  - 1.1.12 Grade 15 - Building Maintenance Coordinator, Head Custodian and Mechanic Driver (12 month)
  - 1.1.13 The salaries for employees shall be those set forth on the salary schedules attached to and made a part of this agreement.
- 1.3 INCREMENT ELIGIBILITY
- 1.3.1 Employees hired after February 1st of each year shall not be eligible for a salary step increment throughout the entire subsequent fiscal year.
- 2.0 OVERTIME ALLOWANCE
- 2.1 Overtime will be paid at the rate of time and one-half for all hours worked in excess of the required number of daily duty hours pursuant to Article VI herein except for bus drivers. Bus drivers will be paid overtime at the rate of time and one-half for all hours worked in excess of five daily duty hours.
  - 2.2 Overtime will be paid at the rate of time and one-half for all hours worked in excess of the required number of weekly duty hours pursuant to Article VI herein.
  - 2.3 Work performed on Holidays and Sundays will be compensated at the rate of two times the regular hourly wage for all hours worked.



2.4 Work performed on Labor Day, Thanksgiving Day, Christmas Day, Fourth of July, New Year's Day, and Easter Sunday, will be compensated at the rate of two and one-half times the regular hourly wage for all hours worked.

2.5 Overtime must be scheduled by the employee's immediate manager and be approved by Central Administration.

2.6 The head custodian will assign by roster assignment custodial personnel on days when buildings are being used if there are no volunteers.

3.0 GENERAL

3.1 Twelve month employees shall be entitled to fourteen (14) holidays. These holidays are as follows: Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, President's Day (Lincoln), President's Day (Washington), Holy Thursday, Good Friday, Memorial Day, and Martin Luther King's Day. The District shall have the right to schedule observance of a holiday on other than the officially designated date as mutually agreed upon by the Superintendent of Schools and the Association.

Adjustment in the holiday schedule shall be made by the District on those days that schools are in session. If any holiday is lost to employees by the school calendar or by reason of falling on a weekend, it shall be made up at a time mutually agreed upon by the Superintendent of Schools and the Association.

3.1.1 The Association shall create a School Calendar Committee. Such committee shall advise the Superintendent of Schools prior to his/her submission of a final calendar to the Board of Education for their final approval.

4.0 SHIFT PREMIUM

4.1 Personnel who are scheduled to start work after 2:30 P.M. shall receive a shift differential of

fifty (\$0.50) cents per hour during the life of this agreement.

5.0 BUILDING CHECKS

5.1 Building checks will be compensated at the rate of \$10.50 per check.

5.1.1 The head custodian will assign building checks by roster assignment to custodial personnel if there are no volunteers.

5.2 Emergency work required will be compensated at the rate of time and one-half; double time if such work is required on a Sunday or a Holiday.

5.2.1 The employee shall make every effort to obtain supervisory approval prior to emergency work.

5.2.2 Premium rate shall commence no earlier than one hour following the initiation of the building check.

5.3 Building checks on the following six (6) holidays will be compensated at twice the building check rate: New Year's Day, Easter, Labor Day, Thanksgiving, Christmas, July 4th.

6.0 SPECIAL RATES/FIELD TRIPS

6.1 Field trips shall be compensated at the rate of \$15.00 per hour.

6.2 New York City field trips shall be compensated per 6.1 above, or at the rate of seventy-five dollars (\$75.00) for the 03-04 school year, eighty dollars (\$80.00) for the 04-05 school year, eighty-five dollars (\$85.00) for the 05-06 school year, and ninety dollars (\$90.00) for the 06-07 school year.

6.3 In the instance of trips having a duration of six (6) or more hours, applicable meal allowance shall be as follows, effective 7/1/04:

Breakfast:	\$ 5.00
Lunch:	\$ 8.00
Dinner	\$15.00

6.3.1 In the instance of trips having a duration of four to five hours which extend beyond a regular meal time, the employee shall be reimbursed for meal allowance (snack) up to \$6.25 upon submitting a receipt or voucher (where the snack is purchased from a vending machine or vendor and receipts are unavailable) to the Transportation Supervisor.

6.4 Unit members undertaking Kindergarten runs shall be compensated at their current hourly rate for the duration of the scheduled Kindergarten run. Article VII, subsection 2.1 (overtime Allowance) shall not apply towards the Kindergarten run.

6.5 Activity trips (i.e. Remedial, Intramural, BOCES, Non-public school, etc.) shall be compensated at the rate of \$15.00 per hour.

7.0 MILEAGE ALLOWANCE

7.1 Employees authorized to use their own vehicles, on school business, by either their immediate manager or Central Administration, will be compensated at the most current district rate established by the Board.

8.0 LONGEVITY

8.1 Effective July 1, 1998 longevity payments will be as follows:

<u>Years of Service</u>	<u>Amount</u>	<u>Bus Drivers</u>
15 <sup>th</sup>	\$500	\$250
20 <sup>th</sup>	\$600	\$300
25 <sup>th</sup>	\$700	\$350

Effective July 1, 1999, longevity payments will be as follows:

<u>Years of Service</u>	<u>Amount</u>
15 <sup>th</sup>	\$600
20 <sup>th</sup>	\$900
25 <sup>th</sup>	\$1,200

Effective July 1, 2004, longevity payments will be as follows:

Years of Service	7/1/04	7/1/05	7/1/06
15th	\$1,100	\$1,125	\$1,150
20th	\$900	\$925	\$950
25th	\$1,200	\$1,225	\$1,250

3350

8.2 Longevity payments will be made at the beginning of the anniversary year.

8.3 Years of service is years of service to the Highland School District. This does not include temporary service, substitute service, or less than 4 hours per day regular appointed service.

8.4 Longevity payments are cumulative.

8.5 Longevity payments are not made midyear.

8.6 Effective July 1, 1999 the above longevity payments apply to employees working four hours or more per day on a regular appointed basis.

9.0 TEMPORARY ASSIGNMENTS

9.1 Employees temporarily assigned duties in a job of higher classification shall be paid a 10% differential during the period when such duties are performed. Payment of the differential shall begin after the employee worked ten (10) days at the higher job classification and shall be payable retroactive to the first day such services were performed.

9.2 Teacher aides or assistants who serve as a substitute teacher for one to three hours shall receive a sixteen (\$16.00) dollar stipend effective 7/1/04; seventeen (\$17.00) dollar stipend effective 7/1/05 and eighteen (\$18.00) dollar stipend effective 7/1/06; over three hours will be paid a thirty two (\$32.00) dollar stipend effective 7/1/04; thirty four (\$34.00) dollar stipend effective 7/1/05 and thirty six (\$36.00) dollar stipend effective 7/1/06. This stipend would be in addition to their regular compensation.

ARTICLE VIII EMPLOYMENT

1.0 PERMANENT STATUS

1.1 It shall be the policy of the District that provisional employees become permanent by:

1.1.1 Applicable Statutory Provision, including relevant Civil Service and Education Law

1.1.2 Resolution of the Board of Education

2.1 In no event shall the probationary status of any employee exceed six (6) months from the date of initial District employment.

2.0 DISCIPLINARY PROCEDURE

In lieu of Section 75 of the Civil Service Law, competitive class employees who complete their probationary period and all other non-competitive class employees who complete three full years of regular service shall have the right to a just cause disciplinary arbitration in cases of discipline, including discharge. The process of appeal will be according to the grievance procedure in this Agreement. The following panel of arbitrators shall serve as just cause grievance arbitrators:

1. Bonnie Siber Weinstock
2. David Stein
3. Randall Kelly

The panel members shall serve upon the basis of availability and to the extent practicable on a rotating basis. This provision shall not apply to teaching assistants. Additionally, this provision will apply to unit members hired on or after July 1, 2004.

2.1 Following a conference, if the District still determines that an employee should be dismissed, it will give said employee a minimum of thirty (30) calendar days written notice. The notice will specify the reasons for the dismissal.

2.2 In the event that an employee is a threat to the health or well-being of a student, employee or official of the District, the District has the right to effect an immediate suspension of the employee. The District will make every effort to schedule a hearing within 30 calendar days from the initial date of suspension.

3.0 EXCESSING - ABOLITION OF POSITIONS

2.1 If there is to be reduction in the number of staff positions:

3.1.1 The Board and the Association will attempt to meet the reduction by attrition (i.e. retirement, etc.)

3.1.2 If the incumbent where the position is abolished, is qualified for a vacancy either in the area of his/her employment or in another area:

3.1.2.1 The employee will be reassigned the vacancy in his/her area of employment but if this is not possible, then

3.1.2.2 The employee will be moved to the other area in which he/she is qualified.

3.2 Any employee properly excessed in accordance with State Law shall be given thirty (30) days notice prior to such excess. If such notice is not provided, the excessed employee shall be paid thirty (30) days pay at the rate of 1/200th per day at their annual salary.

3.3 Nothing herein shall be construed as a no-layoff provision.

ARTICLE IX POSTING OF VACANCIES AND EXTRA PAY ASSIGNMENTS

1.0 NOTICE OF AND APPLICATION FOR VACANCIES

1.1 From time to time during each school year, and as they occur, the Superintendent of Schools shall have posted on all Association bulletin boards in all school buildings, a list of the known

vacancies for the then current and the following school year, including but not limited to non-teaching promotional and extra pay positions. Said notices shall clearly set forth a description of and the qualifications for the position, including the duties and salary.

1.2 Such notices shall be posted as far in advance as practical, ordinarily at least fifteen (15) days before the final date when applications must be submitted and in no event less than ten (10) days before such date.

1.3 In the case of vacancies occurring during the summer vacation, the notices thereof shall be posted in the Administrative Offices of the Highland Central School District and a copy thereof shall be sent to the Association President and to each individual employee previously registered with the District in the manner provided for such openings. Such lists of vacancies shall include vacancies of any type whatsoever occurring with the employer-employee negotiating unit represented by the Association.

1.4 Any employee who desires to apply for any such vacancy shall submit his/her application, in writing, to the Superintendent of Schools.

2.0 QUALIFICATIONS FOR ASSIGNMENT

2.1 All appointments and assignments to any and all vacancies and openings will be made after consultation with the building principal and/or immediate supervisor involved. Seniority shall prevail when the qualifications and experience of candidates under review are fairly equal.

Unsuccessful applicants who are existing employees of the District shall be furnished with written notification of their unsuccessful candidacy.

3.0 NEW POSITION

3.1 The provision hereof shall apply to new positions created within the school system as well as vacancies occurring in existing positions.

4.0 CIVIL SERVICE APPOINTMENTS

4.1 The Board will, within thirty (30) days following the inception of this contract, furnish the Association with a complete list of names, home addresses, work locations and position titles of all employees in the negotiating unit, and will, within thirty (30) days of occurrence, furnish the Association a listing of names, home addresses, work locations and position titles of members of the negotiating unit who have been newly hired, reinstated, or transferred, as well as a list of employees who terminated employment.

4.2 The District will prepare and supply the Association, for distribution, information material relating to currently applicable local and Civil Service regulations, and procedures pertaining to employment and appointment.

ARTICLE X EMPLOYEE BENEFITS

1.0 SICK LEAVE

1.1 Days allowed

1.1.1 10 month employees are allowed sixteen (16) sick leave days.

1.1.2 12 month employees are allowed eighteen (18) sick leave days.

1.1.3 Sick leave is defined as absence from duty by an employee because of

- Personal illness or injury
- Being quarantined due to a contagious disease.

1.1.4 Any employee commencing employment after the beginning of the work year shall be entitled to



sick leave days on a pro-rated basis for each month remaining in the work year. The month in which the employment commences shall not be counted for this purpose unless at least one-half (1/2) of the working days within that month remain at the date of employment.

1.2 Any unused leave time under this provision shall be accumulated without limit.

1.2.1 Notwithstanding section 1.2 above, employees who have completed ten (10) consecutive years of service exclusive in Highland shall be paid \$28.00 per day effective if retiring in the 04-05 school year, \$31.00 per day if retiring in the 05-06 school year, and \$34.00 per day if retiring in the 06-07 school year up to a maximum of 300 accumulated unused sick leave days at the time of retirement.

1.3 A maximum of seven (7) sick leave days per year may be used due to illness or injury of any member of the immediate family. For the purpose of this part, the term immediate family means: Parent, spouse, child, grandchild, parental in-law, sibling, grandparent, and relatives residing in the employee's immediate household.

1.4 A doctor's certificate may be required for each absence of three (3) or more consecutive work days, due to illness of the employee or to any member of the employee's immediate family whose illness is the cause of the employee's absence.

1.5 A doctor's certificate may also be required for any one (1) day's absence the day before or the day after a legal holiday or vacation.

1.6 Any employee confined with a continuing illness or injury for more than the total of sick leave credit (allowed and accumulated) may be authorized by the Superintendent of Schools to extended absence due to illness for up to thirty-five (35) additional working days with full pay.

1.7 Effective July 1, 1987, employees who use six (6) or less sick leave days during the school year

shall be entitled to cash in the unused days at the rate of \$20 per day, or to accumulate them, at the employees option. Employees who use more than six (6) sick leave days during the school year shall only be allowed to accumulate their unused days.

2.0 PERSONAL LEAVE

1.1 The allowed Personal Leave days (see Section 2.5.1 and 2.5.2) are intended to be used for conducting business that cannot be conducted at any other time.

2.2 Application for the use of Personal Leave shall normally be made at least three (3) days in advance of each anticipated absence for personal reasons, except in any emergency, to the Superintendent of Schools, or his designated representative.

2.3 In the event of an emergency leave, the employee must submit a written statement to his/her immediate supervisor, upon return, indicating the nature of the business and the reason it was deemed an emergency.

2.4 The following list of items are not considered as acceptable reasons for personal leave. The list is not all inclusive and serves as a indication of the spirit of this section.

- Shopping
- Recreation (sports, hunting or entertainment)
- Extension of vacation (except under emergency conditions)
- To work at another job
- Job interview
- Lack of transportation (unless public service are interrupted)
- Public Memorial Services

2.5

NUMBER OF PERSONAL LEAVE DAYS

Each employee, who works 20 or more hours per week, may make application to the Superintendent of Schools for leave without pay of up to one year. Applications shall ordinarily be made sixty(60)days prior to the commencement of the leave. Such leave shall normally commence and/or end at the beginning of the Spring and/or Fall semesters. The granting of such leave shall be within the discretion of the District.

2.5.1

10 MONTH EMPLOYEES

Shall be entitled to four (4) personal leave days acquired from accumulated sick leave days.

2.5.2

12 MONTH EMPLOYEES

Shall be entitled to five (5) personal leave days, acquired from accumulated sick leave days.

3.0

BEREAVEMENT LEAVE

2.1

An employee will be allowed up to five (5) days bereavement leave due to the death of a member of immediate family.

3.2

An employee will be allowed a one (1) day bereavement leave due to the death of a relative not considered to be in the immediate family.

3.3

Should special circumstances necessitate additional time, the employee upon request, may be granted additional days (not considered bereavement leave) charged to allowed Personal Days.

3.4

For the purpose of this part, the term 'immediate family' means: Parent, spouse, child, grandchild, parental in-law, sibling, grandparent, and relatives residing in the employee's immediate household.

3.5

Bereavement leave will not be charged to sick leave.

3.6 The Superintendent of Schools may excuse employees for up to one (1) day, without loss of pay, to attend the funeral of another employee.

4.0 HEALTH DENTAL AND WELFARE TRUST

4.1 The Board agrees to assume the cost of individual and family Statewide Health Insurance Plans and equivalent dollar amounts for employees who select and subscribe to other approved plans of equivalent or extended benefits, or, the Blue Cross/Blue Shield basic and major medical health insurance plan which provides no less benefit value than the Statewide plan currently in effect. Effective July 1, 1999, members shall contribute \$300 per school year toward the cost of family coverage; or \$150 towards the cost of individual coverage. Effective July 1, 2005 members shall contribute 5% of the monthly cost of individual or family coverage. Effective July 1, 2006, the employee contribution toward individual or family coverage will remain 5%. Unit Members retiring on or after July 1, 1998 shall be entitled to 100% funding of individual and family premium costs.

4.1.1 The district will not provide dual health insurance coverage. Dual coverage occurs when both spouses work for the Highland Central School District. Employees affected by this will be allowed entry to the District health insurance program subject to one of the following conditions:

a. Upon the death of the spouse whose policy provided coverage, provided that written evidence of said death is presented to the District.

b. Upon the divorce of the spouse whose policy provided the coverage, provided that written evidence of said divorce is presented to the District.

c. Upon involuntary termination of health insurance coverage for the spouse whose policy provided coverage, due to either termination of

the spouses' employment, retirement of the spouse or other acts which through no participation by the spouse results in the termination of the spouses' coverage.

d. In accordance with the rules of the health insurance plan(s).

4.1.2 Employees, in the employ of the District on October 1, 1995 and eligible for District provided dual health insurance coverage as of that date, shall participate in a mandatory buy-out in the amount of \$2000.00 per annum to be paid on or before October 15th. (For the 1995/96 school year this process shall be effected as soon as possible on a pro-rated basis.)

Re-entry for participants in the mandatory buy-out shall be in accordance with the conditions in Section 4.1.1 and shall be conditional upon such unit members re-paying on a pro-rated basis 1/12th of \$2000.00 for each month remaining in the school year.

4.2 Coverage of retired employees will be provided if the following conditions are met:

4.2.1 The employee was eligible for coverage at least ten (10) years prior to retirement and worked in the District ten (10) consecutive years prior to retirement. Opting out of coverage pursuant to the provisions of Section 4.1.1 or lack of coverage due to Section 4.1.2 shall constitute "eligibility" toward meeting the conditions for insurance during retirement.

4.3 Coverage while on non-salaried leave shall be at the option of the employee, with the total cost of such coverage, for the duration of said non-salaried leave, borne by the employee.

4.4 The District shall provide a dental plan with benefits at least equal to the benefits of the Dental Health Plan of the Group Health Incorporated, Group Policy #DT 821, existing June 30, 1981. This clause sunsets at the end of the 1999-2000 school year.

- 4.4.1 For the 1999-2000 school year the district shall assume the cost of a dental plan not to exceed \$16,500. In each year, any costs in excess of the stipulated amount shall be paid on a pro-rated basis by the employees participating in the plan. This clause sunsets at the end of the 1999-2000 school year.
- 4.4.2 Employees must work at least twenty (20) hours per week to be eligible to enroll in the District's group health and dental insurance plans. However, no employee currently enrolled in one of the District's group health and dental insurance plans as of the date of the execution of this agreement shall be disenfranchised from such participation by virtue of this clause. References to dental insurance sunset at the end of the 1999-2000 school year.
- 4.5 The Association shall create a trust fund pursuant to the rules of the Department of Labor and the laws of the State of New York and upon presentation by the Association to the District of documentation of a legal trust the District shall pay annually an amount equal to:
- |              |                             |
|--------------|-----------------------------|
| As of 7/2000 | \$325 per eligible employee |
| 7/2001       | \$340 per eligible employee |
| 7/2002       | \$355 per eligible employee |
- 4.5.1 An eligible employee is an employee working four hours or more per day in a regular appointed position.
- 4.5.2 One quarter of the annual amount shall be paid within thirty days of July 1, October 1, January 1, and April 1. Such payments shall be adjusted according to the total number of eligible employees as of the first day of the month of each quarterly payment.
- 5.0 EDUCATIONAL TRAINING
- 5.1 The District recognizes the importance of continuing education for all its employees. To

encourage such, the District will, when available, issue to the Association a listing of conferences, institutes, workshops and training programs relating to the employment of members of the bargaining unit. Employees may apply for authorization to attend such. If so authorized, they shall do so at District expense, suffering no loss of pay or accumulated leave.

5.2 Employees, whose attendance at workshops, training programs, etc. is mandated by law and/or where such attendance is necessary in order to continue their employment, shall be paid an hourly rate calculated on a straight time basis for each hour, or fraction thereof of attendance.

5.3 In addition, the District shall reimburse the individual for the mileage related to such at contractually established rates.

6.0 IMMUNIZATION SHOTS

6.1 Immunization shots, as required by the Board of Education, will be provided at the District's expense.

7.0 VACATION - 12 MONTH EMPLOYEES

7.1 Any employee commencing employment after the beginning of the work year shall be entitled to vacation days on a pro-rated basis for each month remaining in the work year (not to exceed ten (10) days). The month in which the employment commences shall not be counted for this purpose unless at least one-half (1/2) of the working days within that month remain at the date of employment.

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS EARNED</u>
1 - 5	10 working days
6 - 10	15 working days
11 - 15	20 working days

15 or more

1 additional vacation  
day per year not to  
exceed total vacation  
allotment of 25 working  
days per year.

- 7.2.1 Employees on vacation will not be charged as such if the employee is unexpectedly hospitalized or has a personal bereavement.
- 7.3 Employees who leave the employ of the District shall receive equivalent pay for any unused vacation days earned at the time of resignation or separation from the District.
- 7.4 Normally, requests for vacation shall be submitted to the appropriate supervisor no later than fifteen (15) working days prior to the initial requested vacation date.
- 7.5 Vacation schedules must be approved by the employee's manager. Employees will be given every consideration and employees with seniority shall have preference.
- 7.6 All twelve month employees shall be entitled to accrue earned but unused vacation days up to a maximum of forty (40) days. Accrued but unused vacation days beyond the forty (40) day limit shall be forfeited. All employees who exceed the forty (40) accumulated vacation days limit as of July 1, 1987 shall not be allowed to accrue vacation days beyond the number of days accrued as of that date. Any unused vacation days beyond the July 1, 1987 amount shall be forfeited.
- 7.7 Ten month employees hired for a twelve month position shall be given monthly credit for each month served working four hours or more per day in a regular appointed position. The total months of such service will then be rounded down to the closest year for the purpose of years of service credit toward vacation.



Example: A ten month employee works five full ten month years, then is hired in a twelve month position.

5 years x 10 months = 50 months  
Divide 50 by 12 (months in a year)  
= 4 years, 2 months.

This is rounded down to four years of service for vacation credit. This provides credit only toward years of service, it does not provide retroactive accumulation of vacation days.

8.0 RELIGIOUS OBSERVANCE

8.1 Absence for the purpose of religious observance will be charged against personal days, provided at least two (2) days notice is given to the employee's manager.

9.0 RETIREMENT

9.1 The District agrees to make available to all unit employees Plan 75-I of the New York State Employees Retirement System and New York State Teachers Retirement System.

10.0 CHILD REARING LEAVE

10.1 Child rearing leave of absence will be granted to employees upon the following conditions:

10.1.1 The employee requesting a child rearing leave shall make such request, in writing, to the Superintendent of Schools, at least sixty (60) days prior to the initiation of the requested leave.

10.1.1.1 Said written request shall include the date of initiation and termination of the leave.

10.1.1.2 The sixty (60) days advance notice requirement may be waived by the District upon demonstration of undue hardship.

- 10.2 Any employee on child rearing leave of absence may return to the District no later than two (2) years following the initiation of the leave.
- 10.2.1 This clause is not to be interpreted so as to preclude requests of leaves of less than two (2) years.
- 10.3 Should pregnancy be terminated prior to birth, the employee may, upon sixty (60) days written notice, request termination of the child rearing leave and return to duty. The District may require the employee to present a doctor's certificate stating that such employee is physically fit to resume full job responsibility.
- 10.4 Pregnancy disability shall be considered as qualification for sick leave as otherwise provided for in this Agreement, upon certification from the employee's doctor, or, at the District's option, a physician designated by the District. However, no person on a child rearing leave shall be entitled to use accumulated sick leave.
- 11.0 JURY DUTY
- 11.1 When an employee is drawn for jury duty, such employee will continue to receive regular school district salary. Upon return, the employee shall pay to the District, the sum total received as juror's pay, exclusive of mileage.
- 12.0 DESIGNATION OF BENEFICIARY
- 12.1 The Business Office, on a form to be provided by the Business Office, specifying to whom the District should pay accumulated salary and applicable benefits upon death, and the District shall make payment to such designated beneficiary reasonably prompt after the death of the employee.

ARTICLE XI

GRIEVANCE PROCEDURE

1.0

A GRIEVANCE

1.1

A grievance shall mean a complaint by an employee in the bargaining unit that:

There has been a misapplication, misinterpretation, violation or inequitable application of this Agreement.

As used in this Article, the term employee shall mean:

1. An individual employee, or;
2. A group of employees, or;
3. The Association.

2.0

STEPS

Step 1: The employee shall discuss the matter with his principal and/or immediate supervisor. The employee may be represented by a representative of the Association or any other representative. If the grievance is not resolved informally, it shall be reduced to writing within five (5) work days and presented to the principal/supervisor. The principal and/or immediate supervisor shall give the employee a written answer within five (5) work days. A copy of the answer shall be given to the Association.

Step 2: If the grievance is not resolved at Step 1, the employee or his representative may, within five (5) work days, submit the grievance, in writing, to the Superintendent of Schools. The Superintendent of Schools shall set up a conference to be held within five (5) work days of submission of the grievance to him. The employee and/or his/her representative shall be present at the conference to meet with the Superintendent of Schools to discuss the grievance in an attempt to resolve it.

The Superintendent of Schools shall furnish the employee and the Association his/her decision, in

writing, within ten (10) work days of the conference.

Step 3 In the event that the preceding steps have failed to resolve the dispute to the satisfaction of the Association Grievance Committee, the grievance may be advanced to arbitration provided a notice of intent to arbitrate is filed within ten (10) work days. Both the Board of Education and the Association shall have the right to request a hearing of the grievance prior to arbitration. Requests for such hearings shall be made within five (5) work days after the intent to arbitrate is filed. Such hearings shall be held with the Board of Education or a sub-committee thereof in executive session within ten (10) work days after notification of the hearing is filed. In the event that no such request is made, the grievance will proceed immediately to arbitration, as provided in Step 4 below. The Board of Education shall render its decision within ten (10) school work days of the hearing.

Step 4: If either the Board of Education or the Association elect to proceed to a Board hearing rather than arbitration, and if the decision of the Board of Education is not satisfactory to the employee or the Association, the Association may, within ten (10) work days of receipt of the Board's decision, demand arbitration by filing a written demand for arbitration with the American Arbitration Association. Arbitration will then proceed pursuant to the voluntary labor arbitration rules of the American Arbitration Association.

### 3.0

#### GENERAL

### 3.1

The arbitrator's hearing shall be held in the Highland Central School District. The arbitrator shall hear and decide the case or cases that were set before him by the notice of arbitration. He shall have no power to delete or modify the provision of this agreement.

- 3.2 The arbitrator shall have the power to make awards, to fix back pay and other compensations. His decision and award shall be in writing and shall be submitted to the parties within thirty (30) days of the conclusion of the hearing.
- 3.3 The decision and award of the arbitrator shall be binding.
- 3.4 All fees and expenses of the American Arbitration Association and the Arbitrator shall be shared equally by the District and the Association.
- 3.5 TIME LIMITS
- 3.5.1 A grievance shall be deemed waived unless submitted at the first applicable step of the grievance procedure as outlined herein within thirty (30) work days of the date upon which the aggrieved party knew of the events or conditions on which it is based.
- 3.5.2 Since it is important to good relationships that the grievance be processed as rapidly as possible, the number of days at each stage should be considered a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.
- 3.5.3 Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his representative and the Association within the specified time limits shall permit the lodging of an appeal at the next stage of the procedure within the time which should have been allotted had the decision been communicated by the final day.
- 3.5.4 In the event a grievance is filed at such time that it cannot be processed through all stages of this grievance procedure by the end of the school year, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

### 3.6

#### BASIC PRINCIPLES

- 3.6.1 Except for informal decisions which may arise at Step 1, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the employee and the Association.
- 3.6.2 If a grievance affects a group of employees and appears to be associated with system-wide policies, it may be submitted by the Association directly to the Superintendent by Step 2.
- 3.6.3 The preparation and processing of grievances at all stages insofar as practicable shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
  - 3.6.3.1 When any hearing or conferences are held, under this section, on school time, employees who are entitled to be present at the hearing or conference shall be excused with pay for that purpose, without loss of sick or personal days.
- 3.6.4 The Board of Education and the Association agree to facilitate any investigation which may be required to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
- 3.6.5 The aggrieved party and any party in interest shall have the right at all stages of the grievance to confront and cross-examine all witnesses called against him to testify and to call witnesses on his own behalf, and to be furnished with a copy of any minutes of the proceeding made at each and every stage of this grievance procedure.
- 3.6.6 No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or any member of the

administration against the aggrieved party, any party of interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.

3.6.7 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.

3.6.8 Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance formally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this agreement. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects be final, said adjustment shall not create a precedent or ruling binding upon either of the parties of this agreement in future proceedings.

## ARTICLE XII      MISCELLANEOUS

1.0 With respect to matters not covered by this Agreement, the District agrees that it will make no changes affecting the terms and conditions of employment of its employees without good faith negotiations with the Association.

2.0 Any individual arrangement, agreement, or contract between the Board and an individual employee concerning matters which are covered by this Agreement shall be subject to and consistent with the terms and conditions of this Agreement.

3.0 This Agreement shall supersede any rules, regulations or practices of the District relating to terms and conditions of employment and the

administration of grievances which shall be contrary to or inconsistent with its terms.

4.0 Copies of this Agreement shall be printed at the expense of the District and given to all employees now employed or hereafter employed by the District.

5.0 It is understood and agreed that the Board of Education possesses the sole right to operate the Highland Central School District and that all management rights relative to the staff repose exclusively in the Board. This section shall, in no way, change or alter any terms and conditions of this Agreement during the term of such Agreement, pursuant to Article I, Section 1.0 herein.

ARTICLE XIII    RATIFICATION

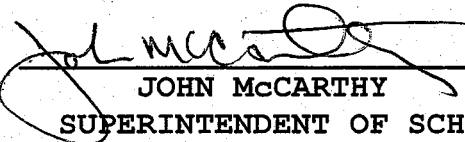
1.0 We, the undersigned, Superintendent of Schools and President of the Association, certify that this Agreement has been ratified by our respective bodies.

DATED:

2/27/07


HIGHLAND CENTRAL SCHOOL DISTRICT

By:

  
JOHN MCCARTHY  
SUPERINTENDENT OF SCHOOLS

HIGHLAND ESSENTIAL LABOR PERSONNEL ASSOCIATION

By:

  
Martin Szostak  
PRESIDENT



## APPENDIX A

Purpose. The purpose of this appendix is to clarify the meaning of Note 1 to Schedule 6A, Note 2 to Schedule 6B, Note 1 to Schedule 6C, Note 3 to Schedule 7, and Note 2 to Schedule 7A.

The above-referenced notes state that "qualification and training beyond the normal requirements will be compensated at a 10% rate differential." The District and the Association agree that the phrase "qualification and training beyond the normal requirements" shall mean that an employee subject to the compensation requirement of the salary schedule for grades 6A, 6B, 6C, 7, and 7A shall have attained an Associate's Degree (a two year degree) from a recognized college or university in an area associated with their job responsibilities. An accumulation of credits without the award of the degree shall not fall within the meaning of the phrase. However, the attainment of a degree beyond the Associate's Degree (i.e., a Bachelor's Degree or Master's Degree) shall fall within the meaning of the phrase.

Any current unit member performing the duties of a teaching assistant must attain their continuing certificate as a teaching assistant within two years from the date of issuance of the temporary license.

This constitutes the agreement between the Highland Central School District and the Highland Essential Labor Personnel Association. This agreement and its provisions for retroactive payment applies only to those employees who are in the employ of the district as of the date of ratification by both parties and any employees represented by this Association who retired during the time period covered by this agreement. Retroactivity shall only apply to annual salaries as determined by the salary and longevity schedules. Part-time employees retroactivity will be determines by the annual salary schedules and the employee's appointed full-time equivalent (FTE) status. Retroactivity shall not apply to any other payments, such as overtime, or any additional work performed beyond that included in the annual salary.

Totality of Agreement. This agreement constitutes the total agreement between the parties and may not be altered or changed except in a subsequent document executed in writing.

**SALARY SCHEDULE**  
**GRADE 1**  
**FOOD SERVICE WORKER - 10 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	9,382	8.59	9,734	8.91	10,026	9.18	10,326	9.46	1
2	9,797	8.97	10,164	9.31	10,469	9.59	10,783	9.87	2
3	10,211	9.35	10,594	9.70	10,912	9.99	11,239	10.29	3
4	10,626	9.73	11,025	10.10	11,355	10.40	11,696	10.71	4
5	11,040	10.11	11,454	10.49	11,798	10.80	12,152	11.13	5
6	11,455	10.49	11,885	10.88	12,242	11.21	12,609	11.55	6
7	11,870	10.87	12,315	11.28	12,684	11.62	13,065	11.96	7
8	12,285	11.25	12,745	11.67	13,128	12.02	13,521	12.38	8
9	12,699	11.63	13,175	12.06	13,570	12.43	13,977	12.80	9
10.1	13,114	12.01	13,606	12.46	14,014	12.83	14,434	13.22	10.1
10.2	13,114	12.01	13,606	12.46	14,014	12.83	14,434	13.22	10.2
10.3	13,114	12.01	13,606	12.46	14,014	12.83	14,434	13.22	10.3
10.4	13,114	12.01	13,606	12.46	14,014	12.83	14,434	13.22	10.4
L5	16,820	15.40	17,450	15.98	17,974	16.46	18,513	16.95	L5

Schedule based upon 6 hours/day x 182 days (1092 hours).

**SALARY SCHEDULE**  
**GRADE 2**  
**FOOD SERVICE COOK - 10 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	10,677	9.78	11,077	10.14	11,409	10.45	11,752	10.76	1
2	11,123	10.19	11,540	10.57	11,886	10.89	12,243	11.21	2
3	11,570	10.59	12,003	10.99	12,364	11.32	12,734	11.66	3
4	12,017	11.00	12,468	11.42	12,842	11.76	13,227	12.11	4
5	12,463	11.41	12,931	11.84	13,319	12.20	13,718	12.56	5
6	12,910	11.82	13,394	12.27	13,796	12.63	14,210	13.01	6
7	13,356	12.23	13,857	12.69	14,273	13.07	14,701	13.46	7
8	13,803	12.64	14,320	13.11	14,750	13.51	15,192	13.91	8
9	14,249	13.05	14,783	13.54	15,227	13.94	15,684	14.36	9
10.1	14,696	13.46	15,247	13.96	15,704	14.38	16,175	14.81	10.1
10.2	14,696	13.46	15,247	13.96	15,704	14.38	16,175	14.81	10.2
10.3	14,696	13.46	15,247	13.96	15,704	14.38	16,175	14.81	10.3
10.4	14,696	13.46	15,247	13.96	15,704	14.38	16,175	14.81	10.4
L5	18,228	16.69	18,912	17.32	19,479	17.84	20,064	18.37	L5

Schedule based upon 6 hours/day x 182 days (1092 hours).

SALARY SCHEDULE									
GRADE 3									
CAFETERIA AIDE, COURIER, MONITOR, BUS MONITOR, BUS AIDE - 10 MONTH									
STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	10,390	8.16	10,779	8.46	11,103	8.71	11,436	8.98	1
2	10,805	8.48	11,210	8.80	11,546	9.06	11,893	9.34	2
3	11,219	8.81	11,640	9.14	11,989	9.41	12,349	9.69	3
4	11,634	9.13	12,070	9.47	12,433	9.76	12,806	10.05	4
5	12,048	9.46	12,500	9.81	12,875	10.11	13,261	10.41	5
6	12,463	9.78	12,931	10.15	13,319	10.45	13,718	10.77	6
7	12,878	10.11	13,360	10.49	13,761	10.80	14,174	11.13	7
8	13,293	10.43	13,791	10.83	14,205	11.15	14,631	11.48	8
9	13,707	10.76	14,221	11.16	14,647	11.50	15,087	11.84	9
10.1	14,122	11.08	14,651	11.50	15,091	11.85	15,544	12.20	10.1
10.2	14,122	11.08	14,651	11.50	15,091	11.85	15,544	12.20	10.2
10.3	14,122	11.08	14,651	11.50	15,091	11.85	15,544	12.20	10.3
10.4	14,122	11.08	14,651	11.50	15,091	11.85	15,544	12.20	10.4
L5	17,961	14.10	18,634	14.63	19,193	15.07	19,769	15.52	L5

1. Schedule based upon 7 hours/day x 182 days (1274 hours).
2. Employees working on an hourly basis will be paid at the rates established by this schedule

**SALARY SCHEDULE**  
**GRADE 6A**  
**CLERK TYPIST - 12 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	19,286	10.71	20,009	11.12	20,944	11.44	21,834	11.79	1
2	20,037	11.13	20,788	11.55	21,759	11.89	22,684	12.25	2
3	20,789	11.55	21,569	11.98	22,576	12.34	23,535	12.70	3
4	21,540	11.97	22,348	12.42	23,391	12.78	24,386	13.16	4
5	22,292	12.38	23,128	12.85	24,208	13.23	25,237	13.62	5
6	23,043	12.80	23,907	13.28	25,024	13.67	26,087	14.08	6
7	23,794	13.22	24,686	13.71	25,839	14.12	26,937	14.54	7
8	24,545	13.64	25,465	14.15	26,655	14.57	27,787	15.00	8
9	25,296	14.05	26,245	14.58	27,470	15.01	28,638	15.46	9
10.1	26,048	14.47	27,025	15.01	28,287	15.46	29,489	15.92	10.1
10.2	26,048	14.47	27,025	15.01	28,287	15.46	29,489	15.92	10.2
10.3	26,048	14.47	27,025	15.01	28,287	15.46	29,489	15.92	10.3
10.4	26,048	14.47	27,025	15.01	28,287	15.46	29,489	15.92	10.4
L5	34,293	19.05	35,579	19.77	37,241	20.35	38,823	20.96	L5

1. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential (see Appendix A).
2. Positions classified as Account Clerk/Typist or Senior Typist will receive a stipend of \$480.

**SALARY SCHEDULE**  
**GRADE 6B**  
**CLERK TYPIST - 10 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	14,499	10.62	15,042	11.02	15,494	11.35	15,958	11.69	1
2	15,063	11.04	15,628	11.45	16,097	11.79	16,580	12.15	2
3	15,628	11.45	16,214	11.88	16,700	12.23	17,201	12.60	3
4	16,193	11.86	16,801	12.31	17,305	12.68	17,824	13.06	4
5	16,758	12.28	17,386	12.74	17,908	13.12	18,445	13.51	5
6	17,323	12.69	17,972	13.17	18,511	13.56	19,067	13.97	6
7	17,887	13.10	18,558	13.60	19,115	14.00	19,688	14.42	7
8	18,452	13.52	19,144	14.02	19,718	14.45	20,309	14.88	8
9	19,017	13.93	19,730	14.45	20,322	14.89	20,932	15.33	9
10.1	19,582	14.35	20,316	14.88	20,926	15.33	21,553	15.79	10.1
10.2	19,582	14.35	20,316	14.88	20,926	15.33	21,553	15.79	10.2
10.3	19,582	14.35	20,316	14.88	20,926	15.33	21,553	15.79	10.3
10.4	19,582	14.35	20,316	14.88	20,926	15.33	21,553	15.79	10.4
L5	25,779	18.89	26,746	19.59	27,548	20.18	28,375	20.79	L5

1. Schedule based upon 7.5 hours/day x 182 days (1365 hours).

2. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential (see Appendix A).

3. Positions classified as Account Clerk/Typist or Senior Typist will receive a stipend of \$400.

SALARY SCHEDULE									
GRADE 6C									
PROGRAM SECRETARY, PAYROLL SUPERVISOR, COMPUTER TECHNICIAN - 12 MONTH									
STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual		Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	29,290	16.27	30,388	16.88	31,808	17.38	33,159	17.90	1
2	30,300	16.83	31,436	17.46	32,904	17.98	34,303	18.52	2
3	31,310	17.39	32,484	18.05	34,001	18.58	35,446	19.13	3
4	32,320	17.96	33,532	18.63	35,098	19.18	36,590	19.75	4
5	33,330	18.52	34,580	19.21	36,195	19.78	37,733	20.37	5
6	34,340	19.08	35,628	19.79	37,292	20.38	38,876	20.99	6
7	35,350	19.64	36,676	20.38	38,388	20.98	40,020	21.60	7
8	36,360	20.20	37,724	20.96	39,485	21.58	41,163	22.22	8
9	37,370	20.76	38,771	21.54	40,582	22.18	42,307	22.84	9
10.1	38,380	21.32	39,819	22.12	41,679	22.78	43,450	23.45	10.1
10.2	38,380	21.32	39,819	22.12	41,679	22.78	43,450	23.45	10.2
10.3	38,380	21.32	39,819	22.12	41,679	22.78	43,450	23.45	10.3
10.4	38,380	21.32	39,819	22.12	41,679	22.78	43,450	23.45	10.4
L5	42,420	23.57	44,011	24.45	46,066	25.17	48,024	25.92	L5

1. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential (see Appendix A).

**SALARY SCHEDULE**  
**GRADE 7A**  
**TEACHING ASSISTANT - 10 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual		Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	13,620	10.69	14,131	11.09	14,555	11.42	14,991	11.77	1
2	14,130	11.09	14,660	11.51	15,100	11.85	15,553	12.21	2
3	14,640	11.49	15,189	11.92	15,645	12.28	16,114	12.65	3
4	15,150	11.89	15,718	12.34	16,190	12.71	16,675	13.09	4
5	15,661	12.29	16,248	12.75	16,736	13.14	17,238	13.53	5
6	16,171	12.69	16,778	13.17	17,281	13.56	17,799	13.97	6
7	16,681	13.09	17,307	13.58	17,826	13.99	18,361	14.41	7
8	17,191	13.49	17,836	14.00	18,371	14.42	18,922	14.85	8
9	17,701	13.89	18,365	14.42	18,916	14.85	19,483	15.29	9
10.1	18,212	14.30	18,895	14.83	19,462	15.28	20,046	15.73	10.1
10.2	18,212	14.30	18,895	14.83	19,462	15.28	20,046	15.73	10.2
10.3	18,212	14.30	18,895	14.83	19,462	15.28	20,046	15.73	10.3
10.4	18,212	14.30	18,895	14.83	19,462	15.28	20,046	15.73	10.4
L5	21,778	17.09	22,594	17.73	23,272	18.27	23,970	18.81	L5

1. Schedule based upon 7 hours/day X 182 days (1274 hours).

2. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential (see Appendix A).



SALARY SCHEDULE									
GRADE 7									
LIBRARY CLERK, CLASSROOM AIDE, ATTENDANCE CLERK - 10 MONTH									
STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual		Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	12,354	9.70	12,818	10.06	13,202	10.36	13,598	10.67	1
2	12,864	10.10	13,347	10.48	13,747	10.79	14,160	11.11	2
3	13,375	10.50	13,877	10.89	14,293	11.22	14,722	11.56	3
4	13,885	10.90	14,406	11.31	14,838	11.65	15,284	12.00	4
5	14,396	11.30	14,935	11.72	15,383	12.07	15,845	12.44	5
6	14,906	11.70	15,465	12.14	15,928	12.50	16,406	12.88	6
7	15,416	12.10	15,994	12.55	16,474	12.93	16,968	13.32	7
8	15,927	12.50	16,524	12.97	17,020	13.36	17,530	13.76	8
9	16,437	12.90	17,053	13.39	17,565	13.79	18,092	14.20	9
10.1	16,947	13.30	17,582	13.80	18,110	14.21	18,653	14.64	10.1
10.2	16,947	13.30	17,582	13.80	18,110	14.21	18,653	14.64	10.2
10.3	16,947	13.30	17,582	13.80	18,110	14.21	18,653	14.64	10.3
10.4	16,947	13.30	17,582	13.80	18,110	14.21	18,653	14.64	10.4
L5	20,512	16.10	21,281	16.70	21,920	17.21	22,577	17.72	L5

1. Schedule based upon 7 hours/day X 182 days (1274 hours).

2. Personnel required to work other than scheduled hours will be compensated accordingly.

3. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential (see Appendix A).

SALARY SCHEDULE GRADE 7B LICENSED PRACTICAL NURSE AIDE – 10 MONTH				
		2004-2005	2005-2006	2006-2007
		Annual	Annual	Annual
BEAL MALOUNI-HOEY		\$22,000	\$22,847	\$23,532
		N/A	\$20,000	\$20,600

1. Schedule based upon 7 hours/day X 182 days (1274 hours).
2. Personnel required to work other than scheduled hours will be compensated accordingly.
3. Qualifications and training beyond the normal requirements will be compensated at 10% rate differential. (See Appendix A)

**SALARY SCHEDULE**  
**GRADE 8A**  
**CUSTODIAL WORKER - 12 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	18,352	10.20	19,040	10.58	19,929	10.89	20,776	11.22	1
2	19,135	10.63	19,853	11.03	20,780	11.36	21,663	11.69	2
3	19,919	11.07	20,666	11.48	21,631	11.82	22,551	12.17	3
4	20,703	11.50	21,479	11.93	22,482	12.29	23,438	12.65	4
5	21,487	11.94	22,292	12.38	23,334	12.75	24,325	13.13	5
6	22,272	12.37	23,107	12.84	24,186	13.22	25,214	13.61	6
7	23,055	12.81	23,920	13.29	25,037	13.68	26,101	14.09	7
8	23,839	13.24	24,733	13.74	25,888	14.15	26,988	14.57	8
9	24,623	13.68	25,546	14.19	26,739	14.61	27,876	15.05	9
10.1	25,407	14.11	26,359	14.64	27,590	15.08	28,763	15.53	10.1
10.2	25,407	14.11	26,359	14.64	27,590	15.08	28,763	15.53	10.2
10.3	25,407	14.11	26,359	14.64	27,590	15.08	28,763	15.53	10.3
10.4	25,407	14.11	26,359	14.64	27,590	15.08	28,763	15.53	10.4
L5	32,523	18.07	33,743	18.75	35,318	19.30	36,819	19.88	L5

# SALARY SCHEDULE

## GRADE 8C

### CUSTODIAN, CUSTODIAL WORKER/BUS DRIVER, GROUNDSKEEPER - 12 MONTH

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	21,063	11.70	21,852	12.14	22,873	12.50	23,845	12.87	1
2	21,944	12.19	22,767	12.65	23,830	13.02	24,843	13.41	2
3	22,826	12.68	23,682	13.16	24,788	13.55	25,841	13.95	3
4	23,709	13.17	24,598	13.67	25,747	14.07	26,841	14.49	4
5	24,590	13.66	25,513	14.17	26,704	14.59	27,839	15.03	5
6	25,472	14.15	26,427	14.68	27,662	15.12	28,837	15.57	6
7	26,354	14.64	27,342	15.19	28,619	15.64	29,835	16.11	7
8	27,236	15.13	28,257	15.70	29,577	16.16	30,834	16.64	8
9	28,118	15.62	29,173	16.21	30,535	16.69	31,833	17.18	9
10.1	29,000	16.11	30,088	16.72	31,493	17.21	32,831	17.72	10.1
10.2	29,000	16.11	30,088	16.72	31,493	17.21	32,831	17.72	10.2
10.3	29,000	16.11	30,088	16.72	31,493	17.21	32,831	17.72	10.3
10.4	29,000	16.11	30,088	16.72	31,493	17.21	32,831	17.72	10.4
L5	36,474	20.26	37,842	21.02	39,609	21.64	41,293	22.29	L5

**SALARY SCHEDULE**  
**GRADE 10**  
**BUS DRIVER - 10 MONTH**

STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	8,841	12.14	9,172	12.60	9,447	12.98	9,731	13.37	1
2	9,159	12.58	9,502	13.05	9,787	13.44	10,081	13.85	2
3	9,478	13.02	9,833	13.51	10,128	13.91	10,432	14.33	3
4	9,797	13.46	10,164	13.96	10,469	14.38	10,783	14.81	4
5	10,116	13.90	10,496	14.42	10,810	14.85	11,135	15.29	5
6	10,434	14.33	10,826	14.87	11,150	15.32	11,485	15.78	6
7	10,753	14.77	11,157	15.33	11,491	15.78	11,836	16.26	7
8	11,073	15.21	11,488	15.78	11,832	16.25	12,187	16.74	8
9	11,392	15.65	11,819	16.23	12,174	16.72	12,539	17.22	9
10.1	11,710	16.09	12,149	16.69	12,514	17.19	12,889	17.70	10.1
10.2	11,710	16.09	12,149	16.69	12,514	17.19	12,889	17.70	10.2
10.3	11,710	16.09	12,149	16.69	12,514	17.19	12,889	17.70	10.3
10.4	11,710	16.09	12,149	16.69	12,514	17.19	12,889	17.70	10.4
L5	14,261	19.59	14,796	20.32	15,240	20.93	15,697	21.56	L5

Schedule based on 4 hours/day X 182 days (728 hours)

SALARY SCHEDULE									
GRADE 15									
BUILDING MAINTENANCE, MECHANIC, HEAD CUSTODIAN - 12 MONTH									
STEP	2003-2004		2004-2005		2005-2006		2006-2007		STEP
	Annual		Annual	Hourly	Annual	Hourly	Annual	Hourly	
1	24,956	13.86	25,892	14.38	27,101	14.81	28,253	15.25	1
2	25,969	14.43	26,943	14.97	28,201	15.41	29,400	15.87	2
3	26,981	14.99	27,993	15.55	29,300	16.01	30,545	16.49	3
4	27,994	15.55	29,044	16.14	30,400	16.61	31,692	17.11	4
5	29,006	16.11	30,094	16.72	31,499	17.21	32,838	17.73	5
6	30,019	16.68	31,145	17.30	32,599	17.81	33,985	18.35	6
7	31,032	17.24	32,196	17.89	33,700	18.42	35,132	18.96	7
8	32,044	17.80	33,246	18.47	34,799	19.02	36,277	19.58	8
9	33,057	18.37	34,297	19.05	35,899	19.62	37,424	20.20	9
10.1	34,069	18.93	35,347	19.64	36,998	20.22	38,570	20.82	10.1
10.2	34,069	18.93	35,347	19.64	36,998	20.22	38,570	20.82	10.2
10.3	34,069	18.93	35,347	19.64	36,998	20.22	38,570	20.82	10.3
10.4	34,069	18.93	35,347	19.64	36,998	20.22	38,570	20.82	10.4
L5	41,746	23.19	43,312	24.06	45,334	24.77	47,261	25.51	L5

1. Mechanic Helper to be hired within Steps 1-5.

2. Helpers who qualified as Mechanics or Maintenance Coordinators and certified as such by Director may be advanced on schedule.

